

The following information is from Marshall County and is being provided for reference. Please consult with the County if you have questions. Modifications were made to this document to only include information related to subdivisions inside Marshalltown City limits. Fees and requirements may be different for work outside of the City.

Submitting Survey for Review

To insure the best quality of Surveys in Marshall County our Surveys go through a Survey Review Board. In 2012 we processed seventy-one surveys and out of the seventy-one surveys, eleven were authorized to record without further information needed. This means that 84.51% needed at least one correction.

The following Departments review each survey: GIS, Planning & Zoning, Assessor, Engineer's & Auditor's Office.

**To submit a survey for review, please email pdf images to:
surveypreview@marshallcountyia.gov**

After the departments have reviewed the items, the Auditor's Office will do a final review. If no changes are needed, an e-mail will be sent stating OK to record. Otherwise, they will forward notes on what needs more clarification and/or items that need to be added. These items will be sent to you via e-mail. The person in Auditor office reviewing the Survey will send a PDF file of the corrections needed to be made to your survey if it is needed for clarification.

If you have any questions or need further information please contact Susan Umbdenstock @ sumbdenstock@marshallcountyia.gov (641)844-2713 or Whitney Hunt @ whunt@marshallcountyia.gov (641)844-2715.

Resolution 2018-0013

14. Resolution-To repeal and replace Resolution 2008-0013 with the following resolution: - Fee Schedule for Plats of Survey, Retracement Plats and Subdivision Plats--

Whereas, Marshall County accepts plats of survey, subdivision variances, and preliminary and final minor and major subdivisions plats for review and recording and;

Whereas, the review of the above named submittals is conducted by the Assessor's office, Auditor's office, Engineer's office, Geographical Information Systems' office, Planning and Zoning Department, Public Environmental Health Department and various other departments to a lesser degree and;

Whereas, the review of those submittals by those offices incurs costs on the resources of those offices and;

Whereas, the Marshall County Platting and Subdivision Ordinance, 2005 specifically allows the Marshall County Board of Supervisors to set fees for the review of those submittals;

Now therefore let it be resolved, that the following fees will apply to the submittal of official plats of survey (including acquisition and disposition plats), retracements, subdivision variances and subdivision plats;

Inside City Limits:

a) For review of Plats of Survey and Retracement Plats of Survey, there will be a \$75 submittal fee. If corrections are required the applicant will be allowed to re-submit, with the corrections, one time free of charge. If corrections are required after the first re-submittal the second re-submittal will require an additional \$75 submittal fee. This pattern shall be followed for all subsequent re-submittals:

b) Both Minor & Major Subdivisions must submit a preliminary and a final plat for review.

c) For review of Preliminary & Final Minor Subdivision Plats, with or without road(s), there shall be a fee of \$190. If corrections are required the applicant will be allowed to re-submit with the corrections one time free of charge. If corrections are required after the first re-submittal the second re-submittal will require an additional \$165 submittal fee. This pattern shall be followed for all subsequent re-submittals.

d) For review of Preliminary Major Subdivision Plats without a road(s) there shall be a fee of \$115. Final Major Subdivision Plats, without roads(s), shall be a fee of \$255. If corrections are required the applicant will be allowed to re-submit with the corrections one time free of charge. If corrections are required after the first re-submittal the second re-submittal will require an additional \$165 submittal fee. This pattern shall be followed for all subsequent re-submittals.

e) For review of Preliminary Major Subdivision Plats with a road(s) there shall be a fee of \$170. Final Major Subdivision Plats, with a roads(s), shall be a fee of \$255. If corrections are required the applicant will be allowed to re-submit with the corrections one time free of charge. If corrections are required after the first re-submittal the second re-submittal will require an additional \$165 submittal fee. This pattern shall be followed for all subsequent re-submittals.

INSIDE CITY LIMITS							
DEPARTMENT	SURVEY & RETRACEMENT REVIEW & 2ND RESUBMITTALS	SUBDIV VARIANCE	PRELIM/FINAL MINOR* SUBDIV (W/ OR W/O ROAD)	MAJOR** SUBDIV (W/O ROAD)	MAJOR** SUBDIV (W/ ROAD)	FINAL MAJOR** SUBDIV (W/ OR W/O ROAD)	2ND RESUBMITTAL ALL SUBDIV PLATS
ASSESSOR	\$15	\$0	\$25	\$15	\$20	\$30	\$15
AUDITOR	\$40	\$0	\$150	\$75	\$100	\$150	\$100
ENGINEER	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GIS	\$20	\$0	\$15	\$25	\$50	\$75	\$50
ZONING	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$75	\$0	\$190	\$115	\$170	\$255	\$165

*MINOR SUBDIVISION = 1-3 LOTS

**MAJOR SUBDIVISION = 4 OR MORE LOTS

Marshall County Subdivision Checklist

Based on the Code of Iowa Ch354.6, Ch354.11 and the Marshall County Platting & Subdivision Ordinance requirements, the recorder's office needs the following attachments to the hard copy of the final plat:

- **Clerk's Certificate**
- **Attorney's Title Opinion**
- **Resolution by Governing Body Approving Plat**
- **Dedication**
- **County Auditor Approval & County Treasurer Certificate**
- **Acknowledgement of Consent & Dedication of Owner(s)**
- **Acknowledgement of Mortgage Holders**, if any
- **Restrictive Covenants** – if any
- **Preliminary Plat**
- **Final Plat**

AUDITOR'S APPROVAL OF SUBDIVISION NAME

STATE OF IOWA, MARSHALL COUNTY, ss:

I, Nan Benson, being Auditor of Marshall County, Iowa, do hereby approve, pursuant to Iowa Code §354.6(2) and §354.11(6), the subdivision name

_____ on the annexed plat and find the same to be succinct and unique in Marshall County, Iowa.

Witness my hand and seal this _____ day of _____, 20____.

Nan Benson, Auditor
Marshall County, Iowa

(SEAL)

TREASURER'S CERTIFICATE

STATE OF IOWA, MARSHALL COUNTY, ss:

I, Jarret Heil, being Treasurer of Marshall County, Iowa, do hereby certify that land on which _____, Marshall County, Iowa, is laid out and platted as shown by the annexed plat is free from property taxes.

Witness my hand and seal this _____ day of _____, 20____.

Jarret Heil, Treasurer
Marshall County, Iowa

(SEAL)

Subdivision Name _____

Check which is applicable & do NOT record until we have Res #'s

- City Sub: P&Z Resolution # _____
- County Sub: P&Z Resolution # _____
- Within 2 Mile Radius Sub:
 - City P&Z Res # _____
 - County P&Z Res # _____

**Auditor's Checklist for Subdivision Plat Review
(Iowa Code Section 354.8 and Article XI of the Platting Ordinance)**

SUBDIVISION PLATS MUST BE SUBMITTED TO GOVERNING BODY FOR REVIEW AND APPROVAL, PRIOR TO RECORDING @ surveyreview@marshallcountyia.gov

THE FINAL SUBDIVISION PLAT IS SUBMITTED TO THE RECORDER FOR FILING.

Marshall County Auditor Reviews the following items:

1. Does the subdivision plat have a succinct name that is unique?
2. Does the subdivision plat include an accurate description of the land included in the plat?
3. Does the subdivision plat give reference to two section corners within the United States public land survey system, or by two physically monumented corners of a recorded subdivision?
4. Are lots assigned a progressive number?
5. Are streets, alleys, parks, open areas, school property, other areas of public use, assigned a progressive letter, and is the proposed use clearly designated?
6. Are there any strips of land being reserved by the subdivider? If yes, for what purpose?
7. Is there sufficient information (dimensions, angles, bearings) to accurately establish the boundaries of each lot, street, and easement?
8. Is the purpose clearly stated for any easements shown on the plat?

9. If the subdivision plat lies within more than one quarter quarter, is the acreage shown for assessment and taxation?
10. Is the scale of the plat drawing clearly stated, and graphically illustrated with a bargraph?
11. Does the plat drawing include an arrow indicating the northern direction?
12. Are previously recorded boundaries (bearings and lengths) noted on the subdivision plat in parenthesis, where they vary from the new data?
13. Does the plat show and identify all monuments necessary for the location of the tracts and does it indicate whether the monuments were found or placed?
14. Are distances shown in feet to at least the nearest one-tenth of a foot?
15. Any interior parcels excepted from the subdivision plat, shall be clearly labeled, "not a part of this subdivision"?
16. Are adjoining properties identified?
17. Is the subdivision plat signed and dated by a registered land surveyor? Does it include surveyors seal and Iowa registration number?
18. Note if plat is within two mile limit of an incorporated city. Does the city you are close to have an ordinance creating review jurisdiction?
19. Have plat drawn in map file to make sure everything fits; this should be completed before approval of final plat.
20. Does the plat show the correct owner of record for the property being platted?

Marshall County Engineer's Office Reviews the following items:

21. Is the area of each lot shown correctly?
22. Is the curve data stated in terms of radius, central angle, and length of curve?
23. Is the unadjusted error of closure less than one in ten thousand for the subdivision boundary, and less than one in five thousand for individual lots?